

## APPLICATION FOR RECORDS DISPOSITION STANDARD

	uplicate and forward to the Records	Management						
3. Dept., Division, Subdivision & Ad	ministering Uttice Address			CORDS MAN Received	•	ENT DIVI		Completed
Transit System D	evelopment	<b>;</b> .		1 9 1979				<b>2</b> 5 197 <b>9</b>
Real Estate Divi	sion, Program Coord.	Secti	pn <sup>Ar</sup> "				MAY	·
23rd Floor Peach	tree Summit		1. Applic	cation		2. Dept. A	Applicatio	in No.
	<u> </u>		<u></u>				=	- 1
4. Person to Contact	!	5. Working				6.	•	ne Number
Valinda Johnson		Prog	ram C	oordina	TOI		586-	5097
7. Action Requested	ale; record will continue to accumulate.							
	lation; no further accumulation anticipated	d.	•	•				
	Check				□ Voic	 		<del></del>
8. Dates of Series  Earliest Latest	9. Records Series Title (followed by title	usea in ottice,	; it differer	) <i>(</i> )				•
/972   Present	Real Estate Resolut	cions	,					
10. Division and Office Function	What is the function of the Division and	the Office in	which thi	s record series	is creat	ed?		† •
	Real Estate is response			- · · · -	-	_		-
	opment of the transi					_	_	_
	ciation, acquisition e for relocationg dis							
	ng a salvage yard.							
Authority's real	estate interests, v	vhich i	nclud	e stat:	ion	conce	essio	ns.
						•		
	•							
	•							
11. Record Series Description	This file contains the following docume	nts (include f	orm numb	ere and titles	if anyl:	··	11. ·	*
	Attach samples of the file.				•		,	_
Documents relating to:	Board approved resconstruction of the				e rı	ght c	of wa	y for
•	constituection of the	s crans	ic sy	scem.		ı		,
Included are:	MARTA Real Estate	Resolut	ions					•
	•	·	r:					
		•						
								• "
				:	•	*		
	Calendar Year							•
File is arranged:	Calendal Ical							
	often are records referred to which are:	<del></del>	<del></del> <u>.</u>			,	····	
One to six months old15	; Seven to twelve months old	15 ;	Thirteen t	o twenty-fou	month	s old	10	;
twenty-five months and older	10 7				-			
13. Annual Rate of Accumulation of R	iecoras							
Letter-size drawers;	Legal-size drawers; Shelves	s	; Other (	specify)	<u> </u>		·	

3012 (3/76)

X C. Is this a vital record? X Does this series have history when one or two doction of the series and the separately? X f. Is the information contains and the information contains and the separately.  If yes, attach copy.  If yes, where? X i. Is this series (or a major of the information of the information contains and	onfidential information required or long term research make at necessarism the file make at necessarism this series ever publismed in this series ever analyzahis series in your office, or portion of it) regularly microult in a computer printout?	value?  value?  sary to keep the entire file for a long period, hed? If yes, attach copy.  red and/or recorded in a summarized report?  ofilmed?	gulation.  could these documents be
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X j. Does the record series res 15. Retention Requirements	ult in a computer printout?		-
15. Retention Requirements			
	I DA TOURISM AND		
a State Law	The Tollowing Tel	quires the series to be kept:	
a State Law		,	
U. Oluke <b>LO</b> VV	years.	d. Audit period	years.
b. Statute of limitation	years.	e. Administrative need	X = 10 years.
c. Federal law	years. ,	f. Federal retention instructions	
	•		700/3.
Attach copy or excert of laws or regulation	se. Euploin odministratius ar	and .	
Attach copy of excert of laws of regulation	is. Explain administrative ne	90(1).	
			•
	•		
		The state of the s	
16. Approved Disposition Instructions	This agency recommends	that the file series be out off at the end of ea	ch:
•	X Colombia Van Cili Ein	ical Year; [] Other	_
	1 Carellian Feat, (.) Fis	cal Tear, (1) Offier	then,
		•	
Hold in the current files area	month(s)	year(s); then	
Transfer to local holding area; hold	year(s); then		
Transfer to Same Records Center; hold		en	
💢 Destroy.	:		
☐ Transfer to State Archives for permaner	u retention	•	
[] Other (Specify)	R TELEMION.		
C) Other (Specify)			
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Those increasings and be an ill arises of the			
These instructions apply to all prior and ful	ure accumulations of the se	ries	
		nes. endations above/or write additio <b>nal</b> r <b>emarks</b>	):
(Indicate t			):
	oriefly rationale for recomm		); / / Date
(Indicate to the APPROVALS	orielly rationale for recomm		
7. APPROVALS Approved Department Records Managemen	oriefly rationale for recomm t Officer Date - 2-/6-19	endations above/or write additional remarks  Approved Legal Counsel	
(Indicate )	oriefly rationale for recomm t Officer Date - 2-/6-19 Date	Approved Legal Counsel  Approved Division of Audit	
7. APPROVALS Approved Department Records Managemen Approved Division Head/Designee	oriefly rationale for recomm t Officer Date - 2-/6-19	Approved Level Counsel  Approved Division of Audit	4 11 2 Date 4 11 2 Price
(Indicate à 7. APPROVALS Approved Department Records Managemen	oriefly rationale for recomm t Officer Date - 2-/6-19 Date	Approved Legal Counsel  Approved Division of Audit	4 11 2 Date 4 11 2 9
7. APPROVALS Approved Department Records Managemen Approved Division Head/Designee	oriefly rationale for recomm t Officer Date - 2-/6-19 Date	Approved Level Counsel  Approved Division of Audit	4 11 2 Date 4 11 2 Price
7. APPROVALS Approved Department Records Managemen Approved Division Head/Designee	oriefly rationale for recomm t Officer Date - 2-/6-19 Date	Approved Level Counsel  Approved Division of Audit  Approved Department of Archives	4 11/19 Date 4 11/79